



City of Austin - JOB DESCRIPTION



AWU SCADA Analyst

FLSA:	Standard/Exempt	EEO Category:	(30) Technicians
Class Code:	10865	Salary Grade:	LG8
Approved:		Last Revised:	April 16, 2009

Purpose:

Under general supervision, perform a variety of moderately complex engineering and technical tasks in support of the Austin Water Utility (AWU) Supervisory Control & Data Acquisition and Electronic Security systems (SCADA/ESS) Exercises judgment within defined methods, procedures, and practices.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Supports 24/7 real-time control system integrity and ensure the highest operational reliability and system availability. This requires after hours on-call support to meet the response requirements for restoring the mission critical system.
2. Assists with the daily operation and maintenance of the SCADA System, leads the daily maintenance of the facility Electronic Security system to accomplish the best system performance; communicates with dispatchers, engineers and field crews; performs trouble shooting, problem analysis and resolution as required.
3. Conducts field inspections of electronic security systems.
4. Coordinates and analyzes the real-time control system user's request; develops and implements enhancements or modifications requested in a timely manner. Communicates activity status to customers and management.
5. Enforces security policies and procedures by administering and monitoring data security profiles.
6. Installs, configures and tests electronic security systems including; card access, intrusion detection and close circuit television (CCTV) devices and systems.
7. Researches and performs sample analysis.
8. Develops, analyzes, and generates engineering reports.
9. Supports efforts to keep up with the latest developments in the water utility industry, to meet Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ), American Water Works Association (AWWA), Water Environment Federation (WEF) and Instrumentation Systems and Automation (ISA) standards and regulatory requirements.
10. Writes technical and business documentation (including audit and training manuals).
11. Updates, maintains, and documents security controls.
12. Maintains stock and parts inventories and documentation for all systems
13. Configures and programs process control applications (Human Machine Interfaces), Programmable Logic Controllers (PLC) and Remote Terminal Unit (RTU) functions

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to understand database design and application development.
- Ability to work with Unix and Windows based systems.
- Ability to perform systems testing of specification requirements.
- Ability to understand and use standard application development design, report and project management tools.
- Ability to effectively participate in multiple projects or project capacities.
- Ability to perform objective analyses and re-engineering of business processes to maximize quality service and cost-effectiveness.

Minimum Qualifications:

Graduation from an accredited four-year college or university with major course work in a field related to Electrical Engineering, Control Systems Engineering, Computer Science, Information Systems, or Mathematics plus two(2) years in a field related to SCADA or process control.

Experience may substitute education up to four (4) years.

Licenses and Certifications Required:

Valid driver's license.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.